



Fulbright Teaching Excellence and Achievement Program (Fulbright TEA)

A program of the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State,
and administered by IREX

ONLINE APPLICATION GUIDE *FOR APPLICANTS*

Please confirm with the U.S. Embassy/Fulbright Commission in your country that the online application is being accepted.

1. **Register** as a new applicant by creating an account at <http://oas.irex.org/fulbrighttea>

IREX Fulbright TEA Program Application

Welcome to the IREX Online Application System. You can use this system to prepare and submit your application for the 2018-2019 Fulbright Teaching Excellence and Achievement (TEA) Program.

If you are a returning applicant, please use the form to the right to log in with your existing username and password. You can also click the "I forgot my username/password" link for help retrieving your login information.

If you are a new applicant, please click the button below to begin the registration process. Please note that you must be able to scan documents and upload those documents to complete this online application. Applications that do not include all of the required supplemental documents will not be considered complete.

New Applicant: Register

Start New Application



Returning Applicant: Sign In

Username (Email Address)*

Password*

Sign In

[I forgot my username/password](#)

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IREX Fulbright TEA Program Application

To begin a new registration account, please create a username and password. Click [here](#) to go back to the Logon screen.

Username (Email Address)*

Password* (must be at least 8 characters)

Confirm your password*

I have read and understand the Terms and Conditions on this page and IREX's Privacy Policy.

Create Account



Terms and Conditions

By registering with this online application system, you acknowledge that you have read and understand these terms and conditions and IREX's privacy policy.

By checking the box that says 'Yes, I have read and I acknowledge these terms and conditions button and IREX's privacy statement' below, you certify that you have the technical means and capacity to produce all supplemental documents associated with this application in one of the following electronic file formats: .doc, .docx, .ppt, .pptx, .zip, .pdf, .png, .gif or .jpg. Please note that you must be able to scan documents and upload those documents to complete this online application.

Applications that do not include all of the required supplemental documents will not be considered complete.

Once you begin the process of filling out the online application, you may save your progress and exit the system without losing the information or attachments that have already been entered.

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2. **The home page** allows you to view all of the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started. Note: *You do not need to finish the application in one sitting. Remember your login information and you may come back to the application at any time prior to your country specific deadline.*

IREX Fulbright TEA Program Application Welcome back Jessica [Sign Out](#)

> Participant Application Tasks Application Progress

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You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the hyperlinked section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

Section Name	Instructions	Status
 I. General Information	Supply general applicant information, including name, and date of birth.	✔ Complete 
 II. Contact Information	Supply detailed phone, email, and address information.	⌚ In Progress
 III. Teaching Disciplines	Supply information about your current teaching assignments.	⚠ Not Started 
 IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	⚠ Not Started
 V. Other Applications and Participation	List your previous international experience and any other educational exchange programs for which you are currently applying.	⌚ In Progress 
 VI. Previous Travel Information	Provide information about any programs you are applying for outside of your home country.	⚠ Not Started
 VII. Education	Please list your educational background.	⚠ Not Started



3. Click on **each section** of the application to enter information about yourself. Make sure to Save & Return to the main application page when you are finished with each section.

Questions with a red asterisk (*) are required questions. The section will not be complete until all of the boxes with red asterisks are completed.

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> General Information
Application Progress

Save & Return

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Fulbright TEA Cohort Preference:

Please indicate your program cohort preference* (note: preference is not guaranteed)

Cohort I (January – March 2019)
 Cohort II (September – November 2019)
 No Preference

Please spell your name exactly as it is written in your passport or other photo identification.

First/Given Name* Middle Name

Family Name/Surname*

Date of Birth (as listed on your passport or other photo identification)*

/ /

Gender*

Male Female Other

I have been teaching for years (not including student teaching practicums).*

Have you ever been convicted of a crime? *
 Yes No

If yes, please provide additional information, including a description of the factual circumstances of the arrest or conviction and any supporting documentation.

4. **Section XI. Essay Questions:** Please note that there are multiple components of this section.

XI. Essay Questions		
	International Exposure	⚠ Not Started
	Additional Education or Professional Experience & Activity	⚠ Not Started
	Special Focus Cohort	⚠ Not Started
	Indicate your interest in participating in a Fulbright TEA cohort that will focus on gender responsive classrooms and improving education for girls.	
	Statement of Purpose	⚠ Not Started



5. **Sections XII and XIII. Institutional Support and Reference Form and Leave Approval Form:** In these sections, please download and print the Institutional Support and Reference Form and Leave Approval Form. These forms must be completed and hand-signed for your application to be considered complete. Your supervisor must fill out the Institutional Support and Reference Form. The School Director at the school where you are currently employed must fill out the Leave Approval Form. Once these forms are completed, upload an electronic copy to the system. These sections are not complete until they are uploaded.

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> **Institutional Support and Reference Form**
Application Progress

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On this page there is a link to the Institutional Support and Reference Form. All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. Please print it out now and give it to your supervisor. An English translation must be provided if the form and reference letter are not written in English. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

To upload a document, first click the **browse** button to locate the file on your computer. Then click the **upload** button. A message in the "status" column will confirm when your document is successfully uploaded.

Download & Print Institutional Support and Reference Form You may upload the pages of the form individually or as one file.

Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document(s) will be shown.

Action	File / Upload	Status
	<input type="button" value="Browse"/>	



6. **Section XIV. Privacy Policy and Application Certification Statement:** In this section, please download and print the Privacy Policy and Application Certification Statement. Once you sign the form, upload an electronic copy to the system.

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> Privacy Policy and Application Certification Statement Application Progress

[Save & Return](#) [Cancel](#) [Download Application PDF](#) - [Program Information](#) - [Help](#)

On this page there is a link to the Privacy Policy and Application Certification Statement. All applicants must include the Privacy Policy and Application Certification Statement, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible file that is legible.

To upload a document, first click the **browse** button to locate the file on your computer. Then click the **upload** button. You will see a message saying that the file has been received once the upload completes.

Download & Print Privacy Policy and Application Certification Statement
[Pdf Document](#)

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[Browse](#) [Upload](#)

7. **Section XV. Supplemental Documents:** If you would like to upload any other documents that you feel strengthen your application, please do so here.

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> Supplemental Documents Application Progress

[Save & Return](#) [Cancel](#) [Download Application PDF](#) - [Program Information](#) - [Help](#)

Only one document may be uploaded at a time. Please wait for confirmation that each document upload succeeded before attempting to upload another document or navigating away from this page.

Action	Supplemental Document	File / Upload	Status
	Other <i>(if available)</i>	Browse	
	Other <i>(if available)</i>	Browse Upload	
	Other <i>(if available)</i>	Browse Upload	



8. When you have **completed all sections**, click “Download Application PDF” to save a copy of your application for your records. Finally click “Submit Application”. The screen will show a preview of your application. Review the information. If you have no further changes, click “Submit Application” a second time and your application will be submitted.

9. You will see a message on the screen verifying that you have **submitted your application**.

Section Name	Instructions	Status
I. General Information	Supply general applicant information, including name, and date of birth.	✔ Complete
II. Contact Information	Supply detailed phone, email, and address information.	✔ Complete
III. Teaching Disciplines	Supply information about your current teaching assignments.	✔ Complete

Please contact IREX at fulbrighttea@irex.org if you have any questions about using the Online Application System.